

- ☒ Original PPMP
- ☐ Revised (Changed Items, same budget)
- ☐ Supplemental



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte



INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

Unit/Office/Dept/Div: **Extension Office**
 Project Code: **ODEX Admin - Supplies and Materials Expenses**
 Purpose: **Office Supplies and Materials**

Total Budget : 110,000.00
 Funding : **GF-MOOE**
 PPMP #: **243-5-2869-2025-1-0-0**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
IT Supplies and Equipment																
Ink, EPSON 003,Genuine Yellow 65mL	8	btl	350.00	2,800.00	8											
Ink, EPSON 003,Genuine Magenta 65mL	8	btl	350.00	2,800.00	8											
Ink, EPSON 003,Genuine Cyan 65mL	8	btl	350.00	2,800.00	8											
Ink, Epson 003,Genuine Black 65mL	10	btl	350.00	3,500.00	10											
Canon Pixma Ink Bottle,GI-790(Black)	10	blts	400.00	4,000.00	10											
Canon Pixma Ink Bottle,GI-790(Cyan)	8	blts	400.00	3,200.00	8											
Canon Pixma Ink Bottle,GI-790(Magenta)	8	blts	400.00	3,200.00	8											
Canon Pixma Ink Bottle,GI-790(Yellow)	8	blts	400.00	3,200.00	8											
Ink, Epson, 001, Genuine Black 127ml, C13T03Y100	10	pieces	650.00	6,500.00	10											
Ink, Epson 001, Genuine Magenta 70ml, SKU: C13T03Y300	8	pieces	350.00	2,800.00	8											
Ink, Epson 001, Genuine Yellow 70ml, SKU: C13T03Y400	8	pieces	350.00	2,800.00	8											
Ink, Epson 001, SKU: Genuine Cyan 70ml, SKU: C13T03Y200	8	pieces	350.00	2,800.00	8											
Sub-Total				40,400.00												
Office Supplies																
Paper, Bond, A4, S-20, 70 gsm	100	reams	253.00	25,300.00	100											
Envelope, Expanding, with garter tie, brown, long	100	pc	20.00	2,000.00	100											
Envelope, Document, Brown, 150 lbs, Long	100	pc	7.00	700.00	100											
Folder, File, Long, 14pts, White	60	piece	10.00	600.00	60											
Folder, Pressboard, US, Blue, Long	60	pieces	30.00	1,800.00	60											

General Description	Quantity	Unit	UnitCost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Folder, Pressboard, US, Green, Long	60	pcs	35.00	2,100.00	60											
Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	15	pcs	140.00	2,100.00	15											
Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	25	pcs	140.00	3,500.00	25											
Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	5	boxes	25.00	125.00	5											
Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	boxes	75.00	375.00	5											
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	30.00	150.00	5											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	25.00	125.00	5											
Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5	boxes	60.00	300.00	5											
Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	5	boxes	850.00	4,250.00	5											
Paper, Bond, Long, S-20, 70 gsm	10	reams	286.00	2,860.00	10											
Roller Correction Tape	10	pcs	300.00	3,000.00	10											
Sticky Note, 2x0.47inch, Assorted colors	10	pack	70.00	700.00	10											
Sticky Note, 2x0.6inch, Assorted colors	10	pack	70.00	700.00	10											
Envelope, Document, Brown, 150 lbs, Short	30	pc	5.00	150.00	30											
Pen, Pentel Pen, Fine blue & black	2	pcs	50.00	100.00	2											
Pen, Whiteboard Marker, black	2	pieces	50.00	100.00	2											
Pencil, Lead, #2, w/ eraser	5	pieces	10.00	50.00	5											
Staple Wire, #35	10	boxes	35.00	350.00	10											
Staple wire remover, Plier type, Metal	5	piece	100.00	500.00	5											
Tissue, Bathroom, 2 Ply, 12rolls/pack	9	pack	204.00	1,836.00	9											
Soap, Detergent, Powder, 1 kilo/pack, any scent	5	kl	150.00	750.00	5											
Soap, Dishwashing, Liquid, 250mL	10	btl's	150.00	1,500.00	10											
Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10	box of 50's	30.00	300.00	10											
Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	10	boxes	20.00	200.00	10											
Glue, Multi-Purpose, White, at least 130g (118mL)	5	btl's	78.00	390.00	5											
Alcohol, Ethyl, 70% solution, 1 gallon	2	gallons	600.00	1,200.00	2											

